

13 1974

~~Administrative Internal Use Only~~

DISCUSSION DRAFT

AGENCY NOTICE TO COMPONENT HEADS

Implementation of Control and Reporting under Single Ceiling for All Permanent Full-Time Personnel

I. Management Committee Action

On 11 July 1974, the Management Committee decided that the Agency employment ceiling governing in FY 1976 would be for all permanent full-time personnel, staff and contract combined, while employment of part-time and temporary personnel would be controlled by the availability of budget funds in the appropriate sub-object class.

II. Ceiling Controls

For FY 1975, the Agency continues to operate under separate and distinct ceilings for full-time permanent staff and contract personnel respectively, according to the ceiling letter issued by the Comptroller on 23 August 1974. The Operating Budget for FY 1975, however, has already redefined the coverage of sub-object class 1148 so that the payments for the services of part-time and temporary employees, both contract and staff, are presently being included therein.

For FY 1976, the ceiling will apply to all permanent full-time personnel and the decision whether an employment relationship should be made appointive or not will be a management decision distinct from ceiling considerations.

III. Management Requirements

During FY 1975, managers should identify to the Office of Personnel all part-time, intermittent, and temporary employees. The Office of

~~Administrative Internal Use Only~~

Administrative - Internal Use Only

Personnel will develop the appropriate coding for the identification of such employees in its transactions accounting and will issue the appropriate instructions concerning this process.

During FY 1976, managers should review the use of contract employees, especially those serving in full-time permanent capacities, to see if a staff employment relationship would be more appropriate.

Caution: Managers should not be overzealous to classify employees as temporary; they must adhere to the proper definition of "temporary;" see that the appropriate funds are available in sub-object class 1148; and they gain nothing by measures that bring the Agency below its permanent full-time ceiling.

IV. Definitions

Factors affecting staff and contract employment status. See [REDACTED] STATINTL

Note especially the provision for limited categories of staff employment such as "reserve" and "temporary." Long-term employment of personnel should be in staff status as a rule and shorter-term employment should be in limited staff status wherever possible. Contract status should be the exception except where special considerations of security or citizenship preclude staff status.

Full-time permanent employees - those employees who are regularly scheduled to work the number of hours and days required by the administrative work week for their class and who occupy positions which have been established without time limit or have been occupied for a year or more.

Temporary employees - those occupying positions which have been established for a limited period of less than a year and which have not been occupied for more than a year, or employees who will have a working

Administrative - Internal Use Only

relationship with the Agency of less than one year.

Part-time employees - those who are regularly employed on pre-scheduled tours of duty that are less than the specified hours of days of work for full-time employees in the same group or class.

Intermittent employees - those who are employed on an irregular or occasional basis with hours or days of work not on a prearranged schedule and with compensation only for the time actually employed or for services actually rendered.

Other categories of employment not considered as permanent full-time - according to the instructions for the Agency's FY 1975 operating budget, these will include summer-only employees, summer interns, coop employees, TAS employees, and disability retirees (liquidating their accrued sick leave).

Sub-object class 1148 - funds for all non-permanent/^{or part-time}~~full-time~~ employees must be available within this sub-object class.

V. Policies and Procedures

Use of part-time personnel - it is the policy of this Agency to encourage the use of part-time personnel wherever the requirement is not full time. The transition to a single ceiling is an appropriate time to review staffing requirements for possible economies.

Position Control Register - The Office of Personnel will take the necessary steps to put all permanent full-time positions on the PCR and should facilitate manpower control by identifying, wherever feasible, non-permanent/^{or part-time}~~full-time~~ positions on the PCR as well. This process should begin immediately but will take many months for full accomplishment.

~~Administrative - Internal Use Only~~

Personnel transactions - the Office of Personnel is preparing the necessary modifications to the coding system so that part-time and temporary employees, both staff and contract, may be identified. The current fiscal year will be the transition period for changing status reporting so that all reporting during FY 1976 will be on the new basis. It will be necessary to be able to identify conversions so that pure separations and accessions to permanent full-time staff can be reported.

Strength reporting - during the remainder of FY 1975, the Office of Personnel will report strength in two formats, the current one which is required to report against current staff and contract ceiling, and the new one which is preparatory for the single ceiling and is consistent with the Operating Budget for FY 1976.

Budget controls over non-permanent/full-time - any changes in the accounting of personnel must be accompanied by the necessary transfer of funds. (Any increase in A.E. for sub-object class 1148 must be funded.) The budget for FY 1975 is extremely tight, being subject to unparalleled inflationary pressure, and personnel costs cannot be an unfunded item.

John F. Blake
Deputy Director
For
Administration

~~Administrative - Internal Use Only~~